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User manual for
CoSOFT 2006

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Preparation

For being able to configure the software correctly CoSOFT 2006 requests some information. This chapter is designed to help you providing the required information.

Materials

For the installation you should have the following materials at hand:
1. Product CD for CoSOFT 2006.
2. License document. The 20-digit character string serves to distinguish a real BENZING product from a pirated copy.
CoSOFT 2006 is not executable without license number. In case of loss the license number can be requested from BENZING Technische Uhren GmbH.
E-Mail: hotline@benzing-btu.com

Minimum requirements:

- Win 2000/Win XP Home or Professional
- Pentium III PC
- min. 256 MByte RAM (better 512 MByte)
- CD-ROM drive
- free USB and/or serial interface(s)
- Mouse and keyboard
- min. 200 MByte free hard drive memory
- VGA monitor with 800x600 pixel (better 1024x768)

Recommended:

- Win 2000/XP Professional
- Pentium 4 PC
- 512 MByte RAM
- CD burner (for saving data)
- free USB and serial interface(s)
- Mouse and keyboard
- 1 GByte free hard drive memory
- SVGA monitor with 1024x768 pixel
- fast printer

SAFETY INSTRUCTIONS

To guarantee a safe operation of the COGARD Systems, the following safety instructions are categorically to be observed:

Do not operate defective devices; exchange these with your dealer or system analyst.

The Stationbox/Comcharger is designed for the use in enclosed and dry rooms. Select as location a level and dry area.

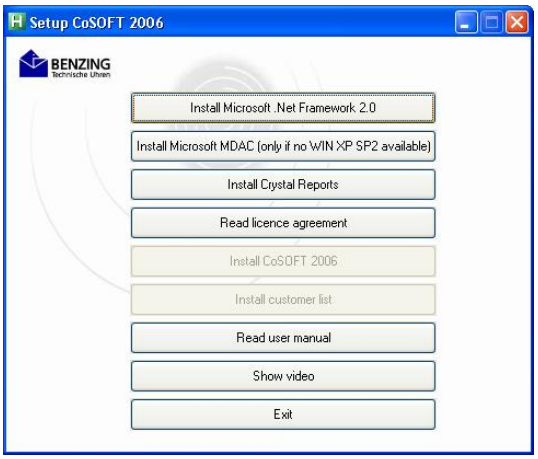
Before initial operation observe the instruction manual and safety instructions!

Opening of the device only by trained and competent staff.

For maintenance and repair of a handheld device it must be switched zero-potential. First check isolated components for zero potential before continuing the work!

Jobs on electrical installations are only to be performed by expert staff or by trained persons under the guidance and supervision of expert staff according to electrical regulations!

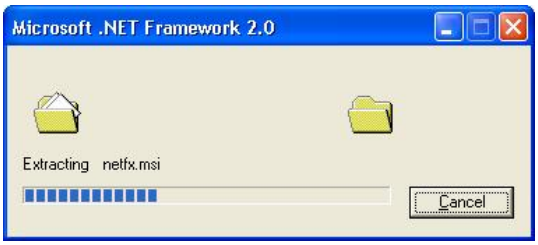
1 Software Installation



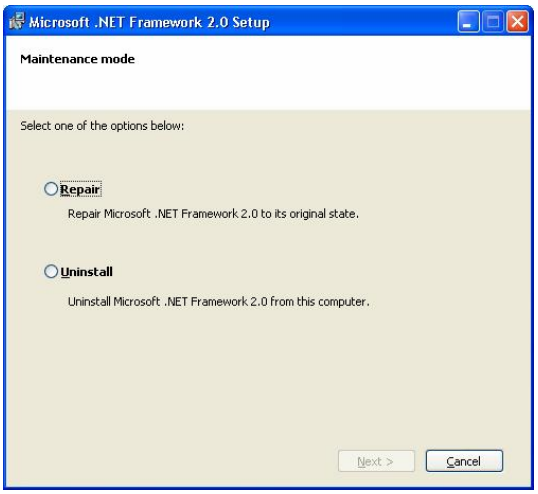
Following all necessary installation steps to install the software are displayed. Leave the installation to an administrator. Please note that all users working with the system need to have the corresponding authorization to warrant a problem-free performance of the program.

Please insert supplied installation CD in CDROM drive. The CD is an **auto run CD**. After a few seconds the start and installation menu appears, as shown left.

1.1 .NET Framework 2.0



1. Click the corresponding button in the start menu to install MS .Net Framework 2.0. You are possibly prompted to restart the system after installation. Please comply with the request.



If .Net Framework 2.0 is already installed on the system, the message on the left is displayed. Cancel further installation by clicking "Cancel"!

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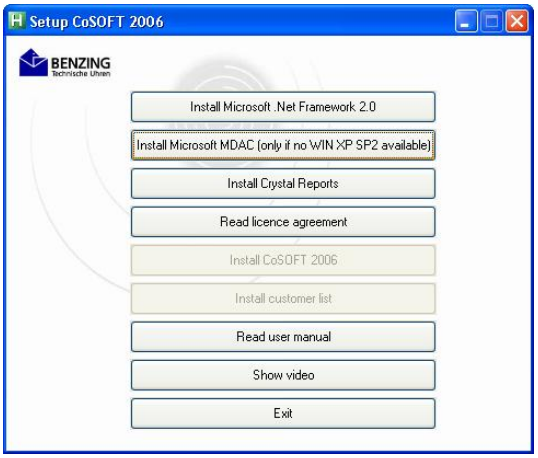
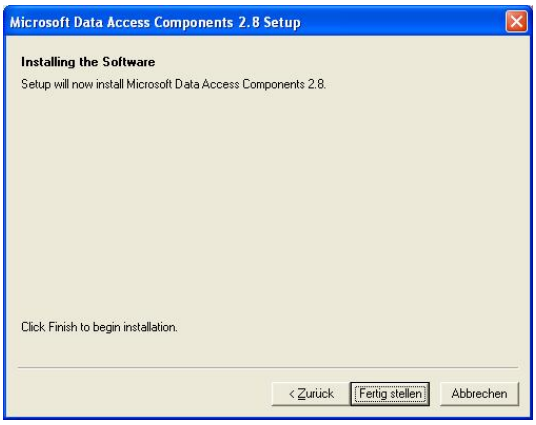
1.2 MS MDAC



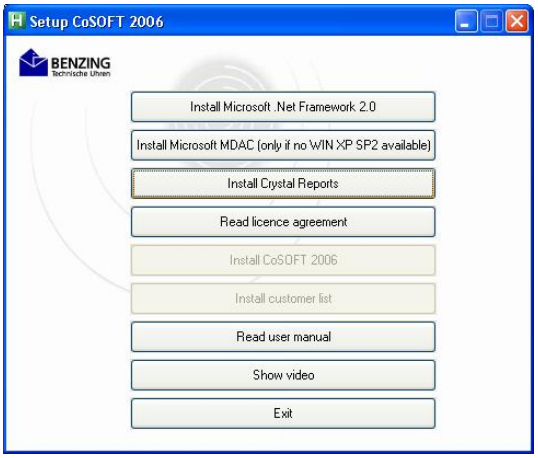
2. After installing .Net Framework 2.0 you have to install MS MDAC in a second step. Click the corresponding button in the start menu. You are possibly prompted to restart the system after installation. Please comply with the request.


Microsoft Data Access Components 2.8 Setup
Installing the Software
Setup will now install Microsoft Data Access Components 2.8.
Click Finish to begin installation.
< Zurück
Fertig stellen
Abbrechen

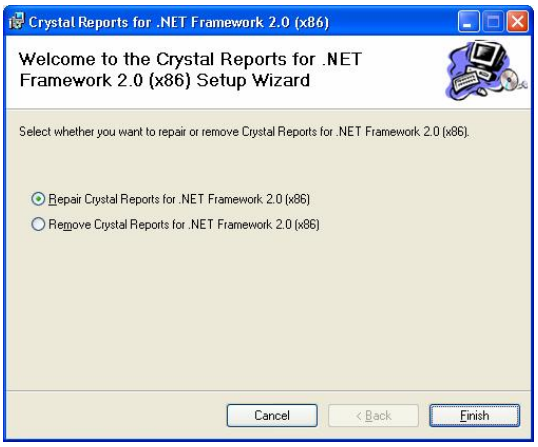
MDAC 2.8 RTM
MDAC 2.8 RTM
MDAC 2.8 RTM is incompatible with this version of Windows. All of its features are currently part of Windows.
To exit, click Cancel. For more information, click Details.
Don't display this message again
Continue
Cancel
Details

If you install MDAC on a PC with Windows XP SP2 you are prompted, that MDAC is already part of Windows.

1.3 Install Crystal Reports

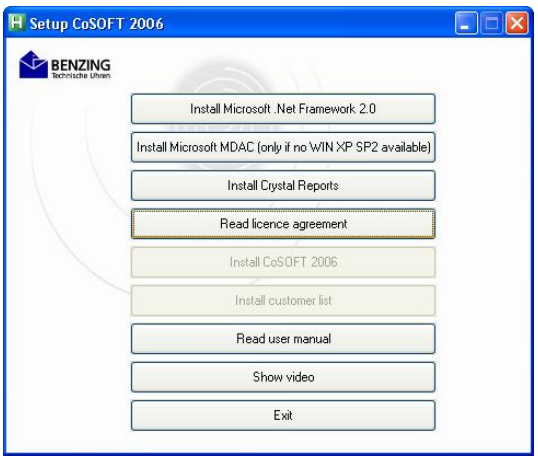


3. The third step is the installation of Crystal Reports. Click the corresponding button in the start menu for installation. Crystal Reports is to be installed to create, display and print analyses.

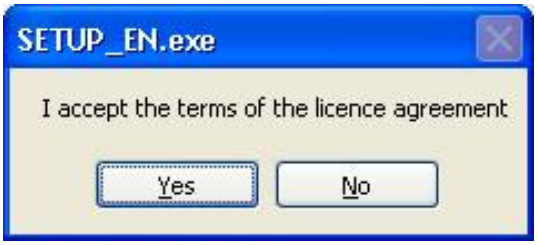

Crystal Reports for .NET Framework 2.0 (x86)
Welcome to the Crystal Reports for .NET Framework 2.0 (x86) Setup Wizard
Select whether you want to repair or remove Crystal Reports for .NET Framework 2.0 (x86).
Repair Crystal Reports for .NET Framework 2.0 (x86)
Remove Crystal Reports for .NET Framework 2.0 (x86)
Cancel
< Back
Finish

If Crystal Reports is already installed on the system, the message on the left is displayed. Cancel further installation by clicking "Cancel".

1.4 Read licence agreement



4. As a last step before the installation of CoSOFT 2006 you have to read the license agreement and click "Yes" in the corresponding dialog box.



Only after clicking "Yes" the buttons for installation of CoSOFT 2006 and option "Customer list" are activated!

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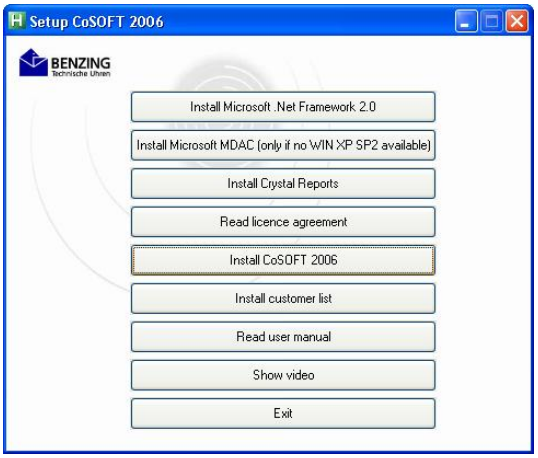
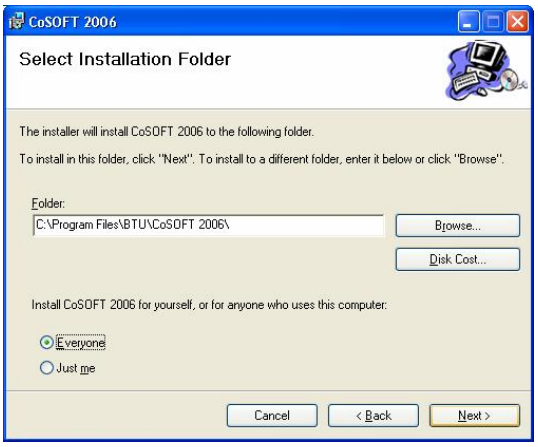
1.5 Install CoSOFT 2006



5. Only after installation of .NET Framework 2.0, MDAC, Crystal Reports you may start the installation of CoSOFT 2006. Click the corresponding button in the start menu.


CoSOFT 2006
Select Installation Folder
The installer will install CoSOFT 2006 to the following folder.
To install in this folder, click "Next". To install to a different folder, enter it below or click "Browse".
Folder:
C:\Program Files\BTU\CoSOFT 2006\
Browse...
Disk Cost...
Install CoSOFT 2006 for yourself, or for anyone who uses this computer:
Everyone
Just me
Cancel
< Back
Next >

The software is now completely installed and you can run it after restarting the system via START – PROGRAMS – BTU – CoSOFT 2006 or the newly created desktop icon.

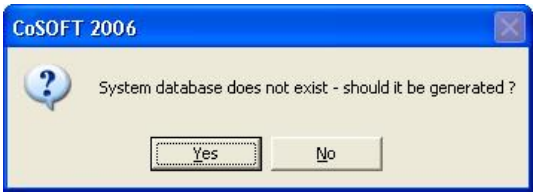
We recommend to create a new database after restarting the system (user management to be completed)!

Start the software by double clicking the desktop icon or via START – PROGRAMS – BTU – CoSOFT 2006.

2 Run CoSOFT 2006

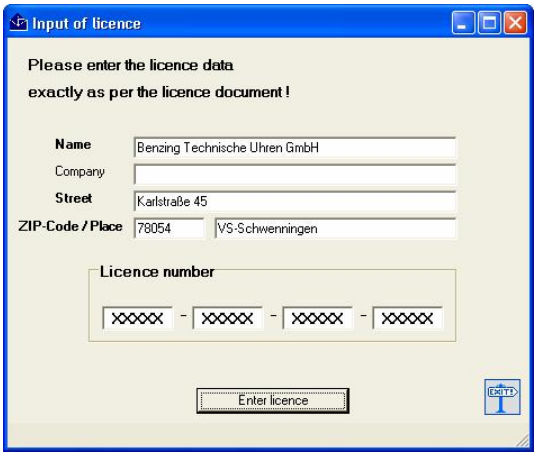
2.1 Crate system database

First create a system database. Click "No" in the window displayed on the left, because no database exists to be connected to.



In the next window click "Yes" to create a system database.

2.2 Enter licence data

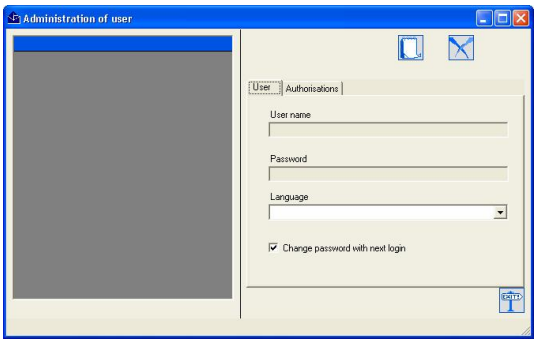


With the initial run you are prompted to enter the license document data. Please input name, address and the 20-digit license number. These data are used to personalize analyses and printouts!

Important:
First line and license number **have to** be entered exactly as printed on the licence document!
Hyphens between numbers are not to be entered.

2.3 Access User Management

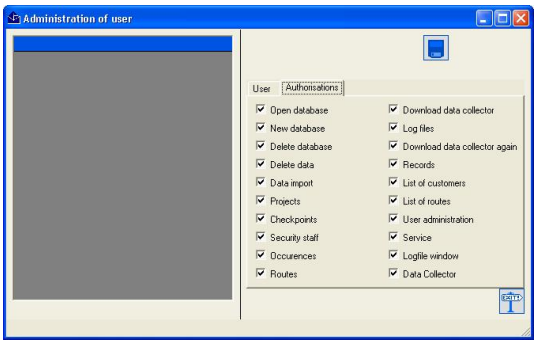
After valid input of all data the program opens. After starting the program you are automatically prompted to create a system user.



Click the **blanc page icon** to activate the fields for user input! This user automatically has **all authorisations**.

If you want to create a user who has not all authorizations, you have to deselect this explicitly in the tab "Authorizations"! To save a new user click the **blue disk icon**.

2.3.1 User authorizations



On the left you find the authorization window for each user. The user has the corresponding authorization if a field is checked.

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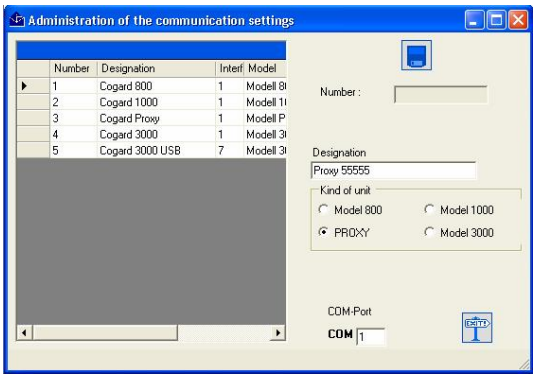
After reopening the program the registration window on the left is displayed. Please enter user name and password and click "Login".

3 Communication settings

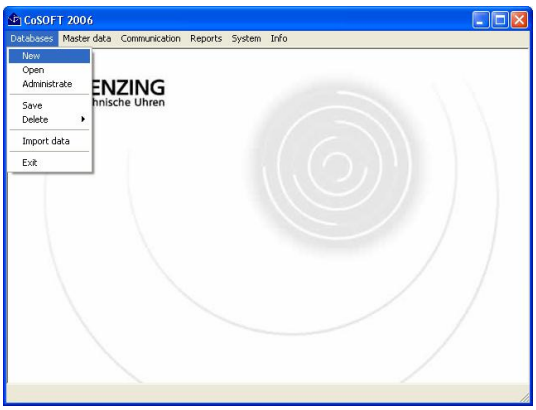
Under menu item "System" the communication settings are configured, what types of collectors will be used in future for readouts. Here you can select between Cogard 800, Cogard 1000, Cogard Proxy and Cogard 3000.



For your corresponding device an interface has to be configured, where the device is connected.

The figure left displays the completed Communication Setup. 4 different configurations were saved.

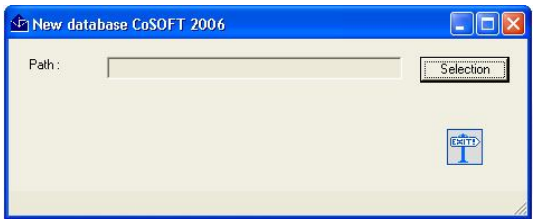
4 Create new database



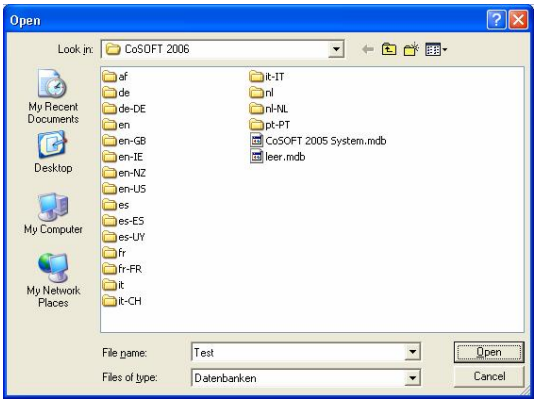
Following the individual steps are explained for creating a new data database.

TIP:
You may create several databases under CoSOFT. This gives you the alternative to create a time-limited database or databases for different subsidiaries as with central management.

Click "databases" and "new".



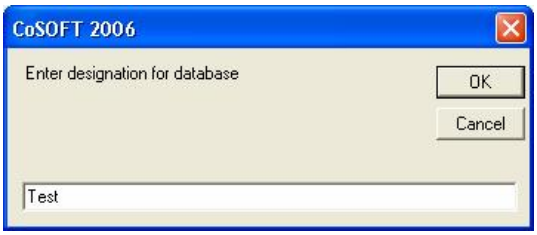
The window on the left opens.
Click button “Select“.



The window on the left opens. Enter under “File name“ the name of the database.
Under this name the database is created on PC in the corresponding folder.

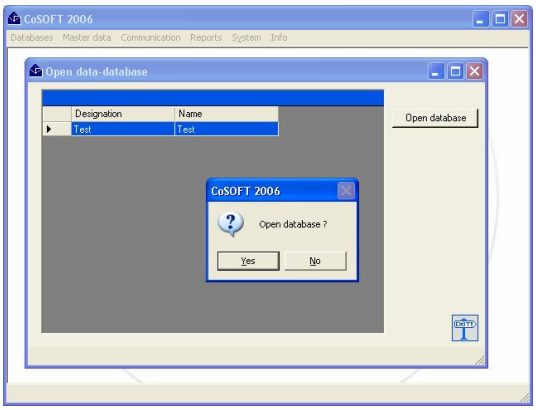
IMPORTANT:
Click none of the already existing databases
“CoSOFT 2005 System.mdb“
“leer.mdb“ or
“quelle.mdb“.
These are system immanent databases without whom CoSOFT 2006 is not functioning!

Verify input by clicking button “Open“.



In the following window you have to name the database. Henceforth this name is displayed in the database management.
This serves a better overview within the database management.

If you clicked “OK“ in the window above, this database is added and the window on the left is displayed.



For working with CoSOFT 2006 a database **must** be opened. You achieve this by first clicking “Databases“ and afterwards “Open“. A window with all available databases is displayed. Here you open the desired database by clicking on it and following confirmation with “Yes“.

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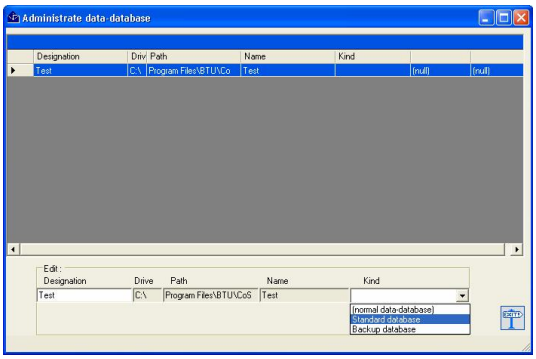
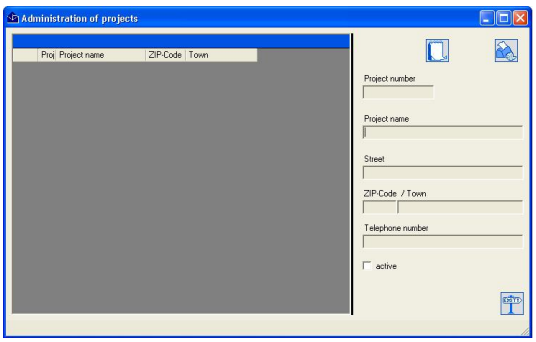


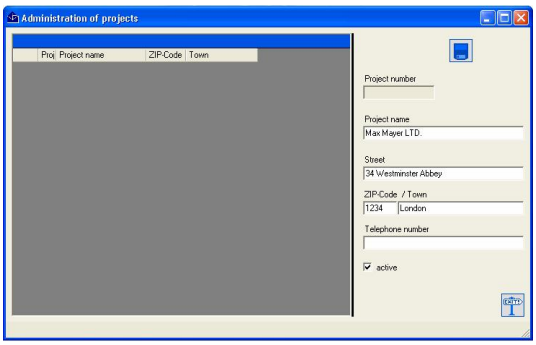
Tip:
You have the alternative in database management to declare a data database as "Standard". Thus CoSOFT starts up with this database automatically. Click database to be opened with software start-up and set under "Type" "Standard database". Save the setting by clicking the blue disk.

5 Input of masterdata

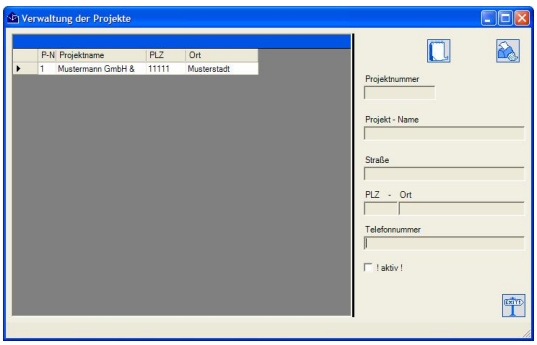
5.1 Create projects



First click "Master data" and afterwards "Projects" to open the window on the left. Click "New" icon (blanc page).

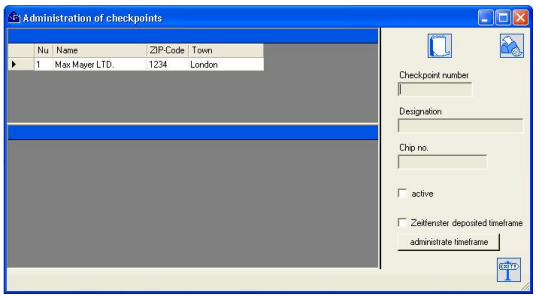


Input all project data in the activated fields and finish by clicking "Save" icon (blue disk).

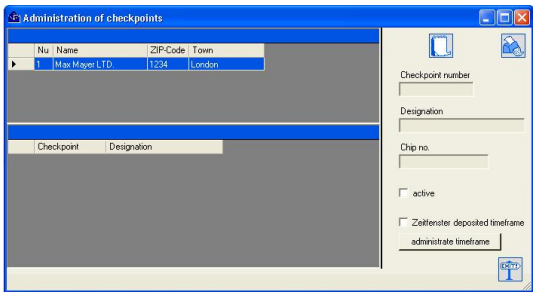


The new project is saved under master data management.

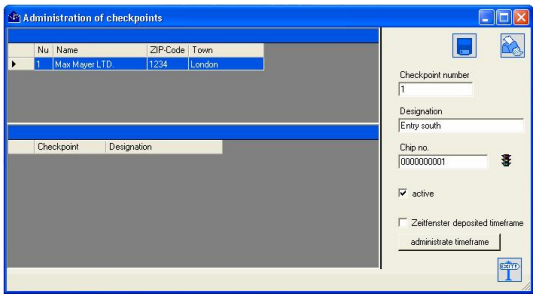
5.2 Create checkpoints



Click "Checkpoints" under "Master data" to open window on the left. Click the "New" icon (blanc page).

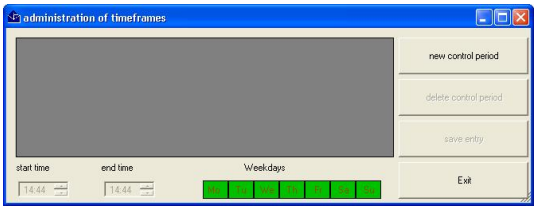


Click the corresponding project in the preceding gray field if you have already created several projects, to mark that you want to add new checkpoints to it.

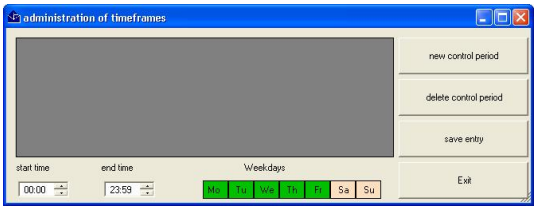


Enter all necessary data for the new checkpoint. To enter the chipnumber of the corresponding checkpoint you may do this **with** or **without** leading zeros. You may determine the chipnumber via a handheld device and transfer it to the field. Remove the handheld device from the transmission box, read out the chip with an empty handheld device, replace it in the transmission box and click the traffic light icon. The current chipnumber is displayed and entered in the field "Chipnumber".
For each checkpoint of a project inspection times can be lodged, on what days and during what time period the checkpoint is to be recorded. Click button "Manage time window" for data input.

5.3 Create inspection period for checkpoint



After accessing the time window management the left window is displayed. By clicking "New control period" you can create one or more control periods for each checkpoint.



On the one hand you may enter the day of the week when the checkpoint is to be recorded, on the other hand you can enter a time frame.

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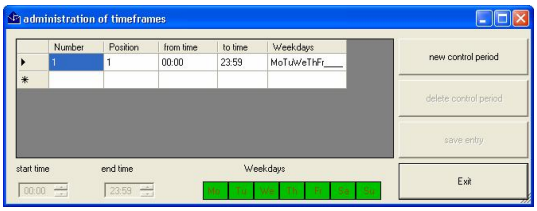
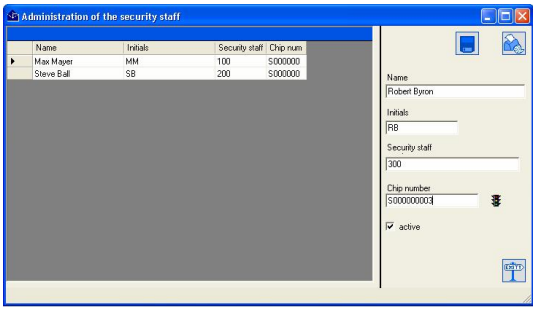


You may even enter several time windows for the same checkpoint.

5.4 Create security staff

Click "Security staff" under "Master data" to open window on the left. Click "New" icon (blanc page).

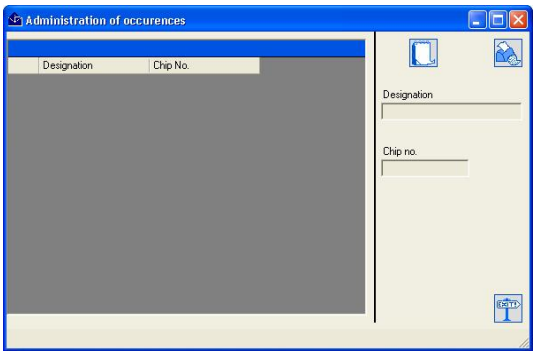
Enter all necessary data for the new staff member. If you want to enter the special 10-digit chipnumber of the employee (marked with "S") manually, do so with a leading "S" **and** leading zeros. You may determine the chipnumber via a handheld device and transfer it to the field. Remove the handheld device from the transmission box, read out the chip with an empty handheld device, replace it in the transmission box and click the traffic light icon. The current chipnumber is displayed and entered in the field "Chip number". After each input of a new set of data click button "Save" (blue disk).



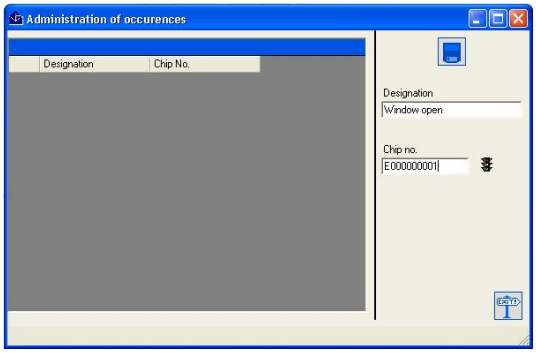
You get a list of all employees after saving the new entry or accessing the security staff under master data management.

Tip:
The special security staff chips marked "S" can only be read out with Cogard Mod. 1000 and Cogard Mod. 3000!

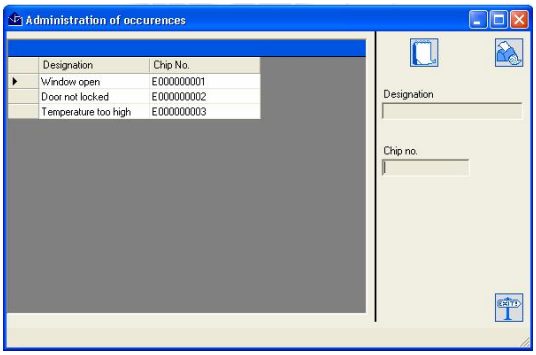
5.5 Create occurences



Click "Occurences" under "Masterdata" to open window on the left. Click "New" icon (blanc page).



Please enter all necessary data for the new occurence. If you want to enter the special 10-digit chipnumber of the corresponding occurence (marked with "E") manually, do so with a leading "E" **and** leading zeros. You may determine the chipnumber via a handheld device and transfer it to the field. Remove the handheld device from the transmission box, read out the chip with an empty handheld device, replace it in the transmission box and click the traffic light icon. The current chipnumber is displayed and entered in the field "Chip no.". After each input of a new set of data click button "Save" (blue disk).



You get a list of all occurences after saving the new entry or accessing the occurences under master data management.

Tip:
The special occurence chips marked "E" can only be read out with Cogard Mod. 1000 and Cogard Mod. 3000!

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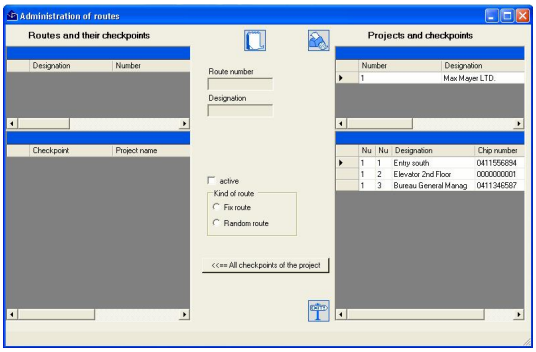
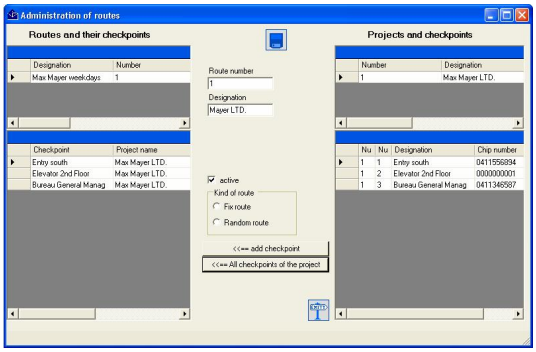
5.6 Create routes

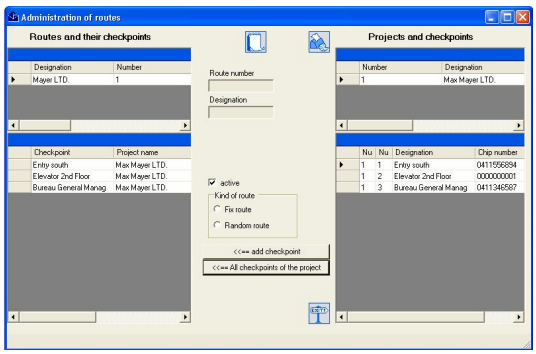


Click “Routes“ under “Master data“ to open the window on the left. Click “New“ icon (blanc page).



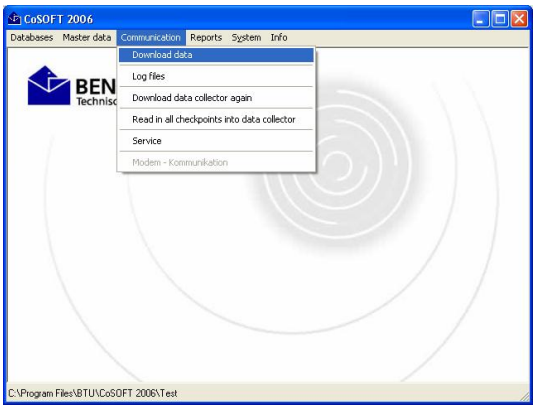
In the route management you have the alternative to create as many routes as are permitted by the corresponding license. The window for routes entry and maintenance is divided into four areas: Top left all created routes are displayed; Top right all available projects that can be included in the route management are displayed; Bottom right all available checkpoints of the selected project are listed; Bottom left all checkpoints of corresponding routes (without start and end chip) are displayed.
You have the alternative to create routes with fixed inspection (start and end chips are not needed) and with variable inspection. For variable inspection we recommend to create an extra start and end chip for each route. You may also save these under an extra project for better clarity.

The difference between **variable** and **fixed** routes is, that under a fixed route the order of all checkpoints to be recorded is to be kept exactly; otherwise error messages are displayed in the route report. Under a variable route you have the alternative to record all checkpoints between start and end point without predefined order. It is important that **always** start and end point are recorded, otherwise error messages are displayed in the route report!

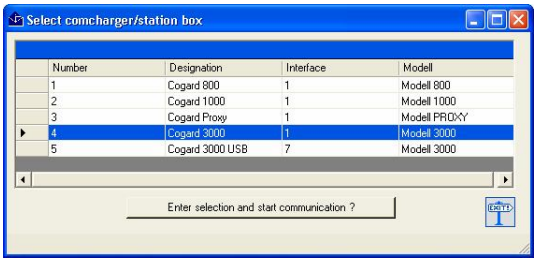


You get a list of all inspection rounds after saving the new entry or accessing the inspection rounds under master data management.

6 Import data



Under "Communication" you find the item "Download data", where you can read out the handheld device data and save them to the database.



Select a readout device first.

With model Cogard Proxy and Cogard 3000 the processing is started automatically.

To readout several handheld devices Cogard Proxy or Cogard 3000 you need not start communication anew. The communication process determines, when another handheld device is placed in the readout box. Readout and processing of the data is completely automated and you only receive a message, when the handheld device is read out (see figure bottom left).

As soon as all data are read out, a window with corresponding message is displayed.

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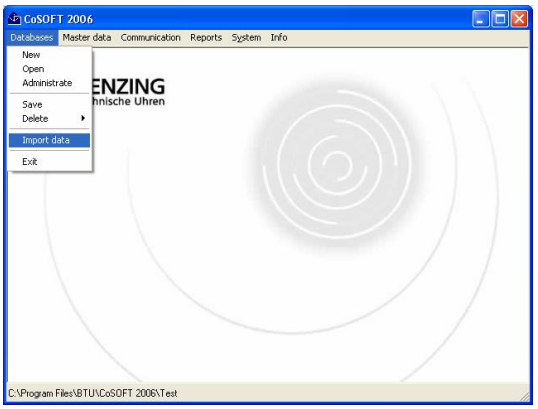
Models Cogard 800 and Cogard 1000 will await pressing of data transmission key on station box.

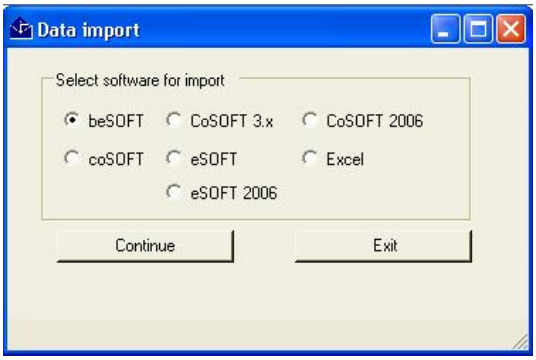
As soon as all data are read out a window with corresponding message is displayed.

7 Import masterdata



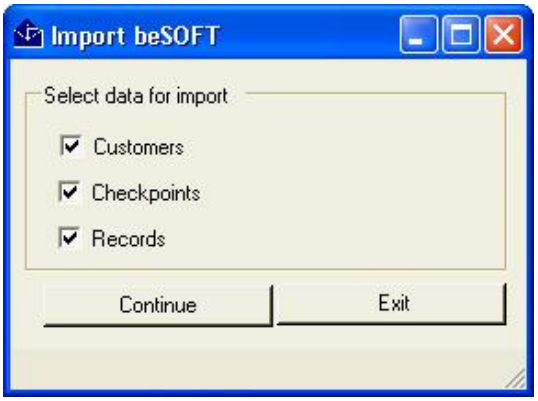
With CoSOFT 2006 it is possible to import master data from previous versions beSOFT, CoSOFT 3.x, coSOFT 5.x and eSOFT, eSOFT 2006 as well as versions CoSOFT 2006 and from Excel.
Thus it is easy to transfer master data from a previous program version to the latest version of CoSOFT 2006.

7.1 Example: beSOFT



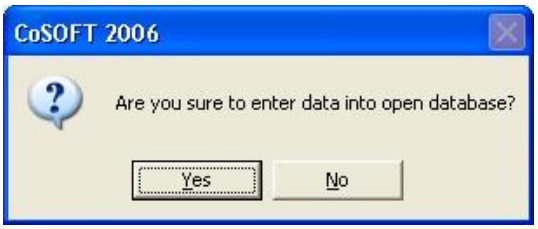
The import operation is explained by means of beSOFT software data:

Click "Databases" and afterwards "Data import". The window on the left opens. Select from which Benzing-Software you want to import data.



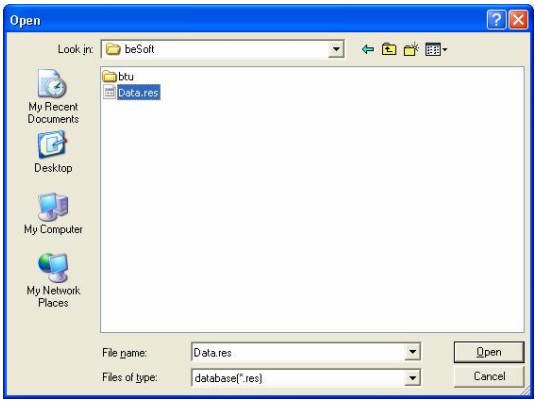
A selection of data is displayed which may be imported. They depend on the previously used software. In this example you can see that not only customers and checkpoints can be imported, but also the records.

After selecting the data to be imported click "Continue".



Both windows are displayed to ensure, that the data are transferred to the corresponding database.

After confirming both above messages with "Yes" you now have to specify from which database the data are to be imported.



Tip:
With standard Windows setting you might not find database file "data.res", because it is a hidden file. Ask your administrator to change the Windows setting to display the file.

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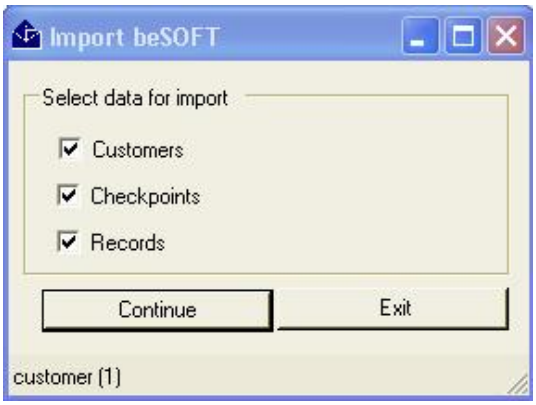
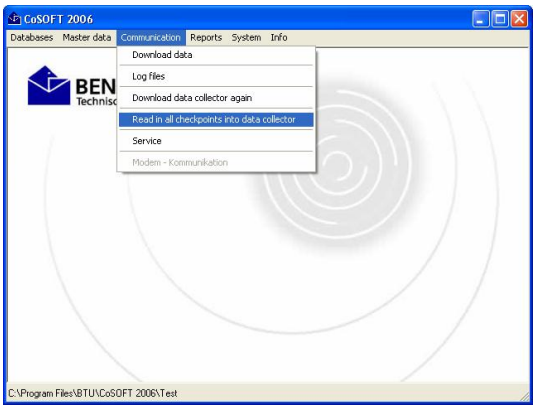


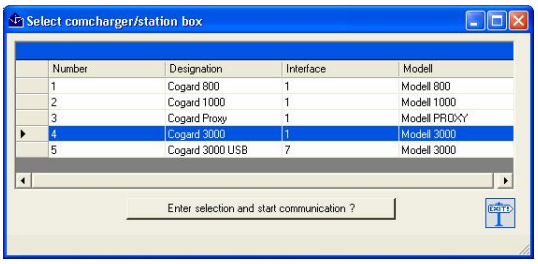
The selected files are imported one after the other. A counter informs you of how many data sets of master data or records are transferred.

After completion you receive a message confirming the successful data transfer.

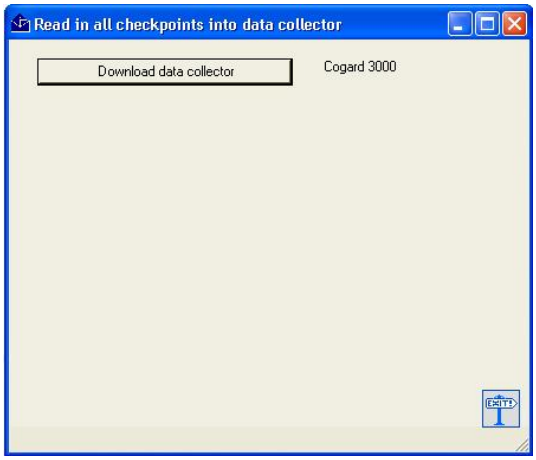
8 Read in all checkpoints into data collector



Click "Communication" and afterwards "Read in all checkpoints into data collector".


Select comcharger/station box
Number
Designation
Interface
Modell
1 Cogard 800 1 Modell 800
2 Cogard 1000 1 Modell 1000
3 Cogard Proxy 1 Modell PROXY
4 Cogard 3000 1 Modell 3000
5 Cogard 3000 USB 7 Modell 3000
Enter selection and start communication ?

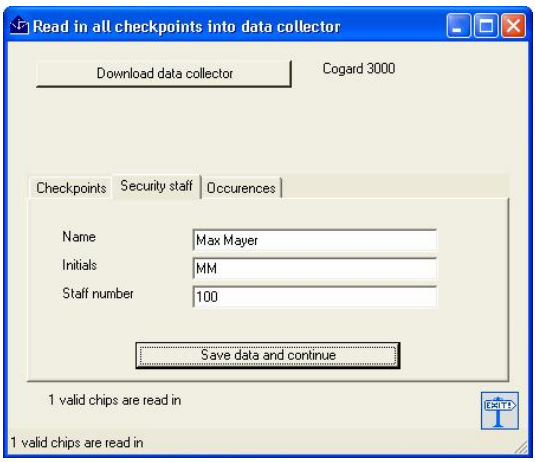
Select the device which was used to enter the data.



Click "Download data collector" to start the readout.

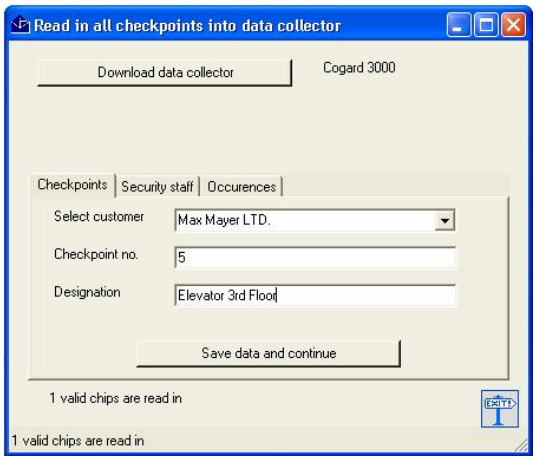
In the following forms you enter the checkpoints, security staff and occurences for the chips.

8.1 Security staff



Display of mask to enter security staff.

8.2 Checkpoints



Display of mask to enter checkpoints.

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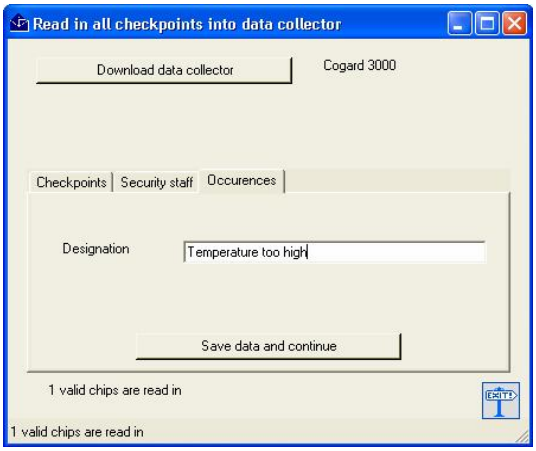
8.3 Occurences



Display of mask to enter occurences.

9 Analysis

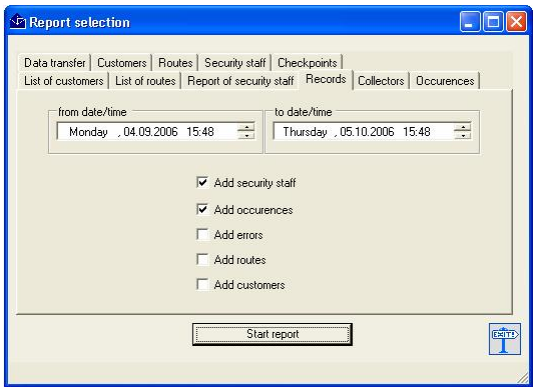
CoSOFT 2006 offers a variety of alternatives to analyse the collected data.

Following we will itemize a small section of the various analyses.

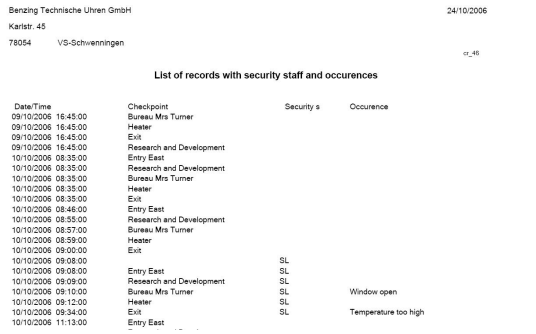
Click the corresponding entry in "Analyses" menu to display, print or export these data.

Tip:
Let us mention, that all analyses may also be exported in PDF format. Thus you have the alternative to provide your customers with reports as e-mail attachment. It may also be necessary to mail such PDF file to Support.

9.1 Records



Analyses under “Records“.



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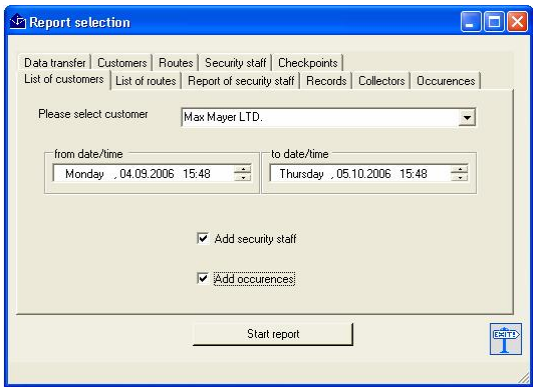
cr_46

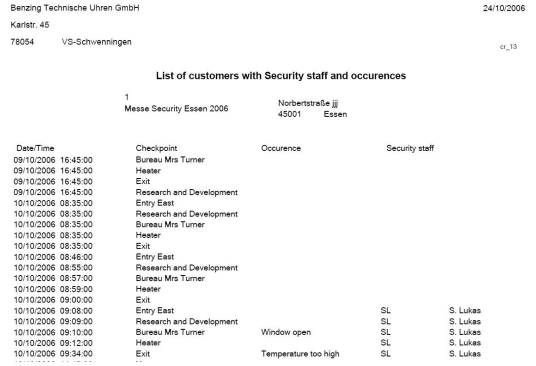
List of records with security staff and occurences

Date/Time	Checkpoint	Security s	Occurence
09/10/2006 16:45:00	Bureau Mrs Turner		
09/10/2006 16:45:00	Heater		
09/10/2006 16:45:00	Exit		
09/10/2006 16:45:00	Research and Development		
10/10/2006 08:35:00	Entry East		
10/10/2006 08:35:00	Research and Development		
10/10/2006 08:35:00	Bureau Mrs Turner		
10/10/2006 08:35:00	Heater		
10/10/2006 08:35:00	Exit		
10/10/2006 08:46:00	Entry East		
10/10/2006 08:55:00	Research and Development		
10/10/2006 08:57:00	Bureau Mrs Turner		
10/10/2006 08:59:00	Heater		
10/10/2006 09:00:00	Exit		
10/10/2006 09:08:00		SL	
10/10/2006 09:08:00	Entry East	SL	
10/10/2006 09:09:00	Research and Development	SL	
10/10/2006 09:10:00	Bureau Mrs Turner	SL	Window open
10/10/2006 09:12:00	Heater	SL	
10/10/2006 09:34:00	Exit	SL	Temperature too high
10/10/2006 11:13:00	Entry East		

9.2 Customer list



Analyses under “List of customers“.



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cr_13

List of customers with Security staff and occurences

1
Messe Security Essen 2006 Norbertstraße jjj
45001 Essen

Date/Time	Checkpoint	Occurence	Security staff	
09/10/2006 16:45:00	Bureau Mrs Turner			
09/10/2006 16:45:00	Heater			
09/10/2006 16:45:00	Exit			
09/10/2006 16:45:00	Research and Development			
10/10/2006 08:35:00	Entry East			
10/10/2006 08:35:00	Research and Development			
10/10/2006 08:35:00	Bureau Mrs Turner			
10/10/2006 08:35:00	Heater			
10/10/2006 08:35:00	Exit			
10/10/2006 08:46:00	Entry East			
10/10/2006 08:55:00	Research and Development			
10/10/2006 08:57:00	Bureau Mrs Turner			
10/10/2006 08:59:00	Heater			
10/10/2006 09:00:00	Exit			
10/10/2006 09:08:00	Entry East		SL	S. Lukas
10/10/2006 09:09:00	Research and Development		SL	S. Lukas
10/10/2006 09:10:00	Bureau Mrs Turner	Window open	SL	S. Lukas
10/10/2006 09:12:00	Heater		SL	S. Lukas
10/10/2006 09:34:00	Exit	Temperature too high	SL	S. Lukas

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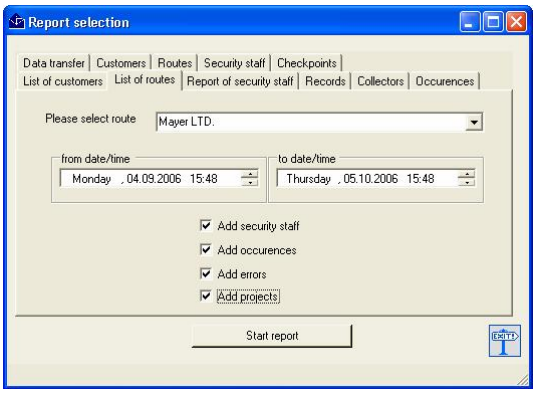
9.3 Inspection round list



Analyses under "List of routes".

In chapter 11 we show another alternative to execute analyses via the optional customer list.

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cr_24

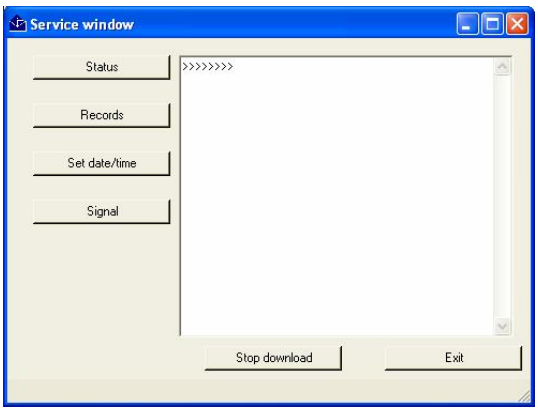
List of routes with security staff and occurences

1
Messe Security 2006

Date/Time	Checkpoint	Security staff		Occurence
10/10/2006 08:46:00	Entry East			
10/10/2006 08:55:00	Research and Development			
10/10/2006 08:57:00	Bureau Mrs Turner			
10/10/2006 08:59:00	Heater			
10/10/2006 09:00:00	Exit			
10/10/2006 09:08:00	Entry East	SL	S. Lukas	
10/10/2006 09:09:00	Research and Development	SL	S. Lukas	
10/10/2006 09:10:00	Bureau Mrs Turner	SL	S. Lukas	Window open
10/10/2006 09:12:00	Heater	SL	S. Lukas	
10/10/2006 09:34:00	Exit	SL	S. Lukas	Temperature too high
10/10/2006 11:13:00	Entry East			
10/10/2006 11:13:00	Research and Development			
10/10/2006 11:13:00	Bureau Mrs Turner			
10/10/2006 11:13:00	Heater			
10/10/2006 11:25:00	Exit			
11/10/2006 11:27:00	Exit	SL	S. Lukas	
11/10/2006 11:27:00	Research and Development	SL	S. Lukas	
11/10/2006 11:27:00	Entry East	SL	S. Lukas	
11/10/2006 11:27:00	Bureau Mrs Turner	SL	S. Lukas	
11/10/2006 11:27:00	Heater	SL	S. Lukas	
11/10/2006 12:54:00	Exit			
11/10/2006 12:54:00	Entry East			
11/10/2006 12:54:00	Research and Development			
11/10/2006 12:54:00	Bureau Mrs Turner			
11/10/2006 12:54:00	Heater			
12/10/2006 08:52:00	Heater			
12/10/2006 08:52:00	Bureau Mrs Turner			
12/10/2006 08:52:00	Entry East			
12/10/2006 08:52:00	Research and Development			
12/10/2006 08:53:00	Checkpoint 4	SL	S. Lukas	Window open
12/10/2006 08:53:00	Checkpoint 1	SL	S. Lukas	
12/10/2006 08:53:00	Checkpoint 2	SL	S. Lukas	
12/10/2006 08:53:00	Checkpoint 3	SL	S. Lukas	
12/10/2006 08:55:00	Research and Development			
12/10/2006 08:55:00	Bureau Mrs Turner			
12/10/2006 08:55:00	Heater			
12/10/2006 08:55:00	Exit			
12/10/2006 08:55:00	Checkpoint 1			
12/10/2006 08:55:00	Checkpoint 2			
12/10/2006 08:55:00	Checkpoint 3			
12/10/2006 08:55:00	Checkpoint 4			
12/10/2006 08:55:00	Entry East			
12/10/2006 08:58:00	Bureau Mrs Turner	SL	S. Lukas	
12/10/2006 08:58:00	Checkpoint 3	SL	S. Lukas	
12/10/2006 08:58:00	Checkpoint 2	SL	S. Lukas	
12/10/2006 08:58:00	Checkpoint 1	SL	S. Lukas	
12/10/2006 08:58:00	Heater	SL	S. Lukas	
12/10/2006 08:58:00	Checkpoint 4	SL	S. Lukas	
12/10/2006 08:58:00	Research and Development	SL	S. Lukas	
12/10/2006 08:58:00	Entry East	SL	S. Lukas	
12/10/2006 08:58:00	Exit	SL	S. Lukas	

Seite 1 von 2

10 Wake up Mod. Cogard 3000/PROXY from sleep mode



If a Cogard 3000 or Cogard PROXY is not in use for 6 or more days it enters sleep mode. To wake up the device place it in the Comcharger and access the service module (under "COMMUNICATION" – "SERVICE"). By clicking "Set date/time" the current PC date/time is transmitted to the collector and the device is woken up.

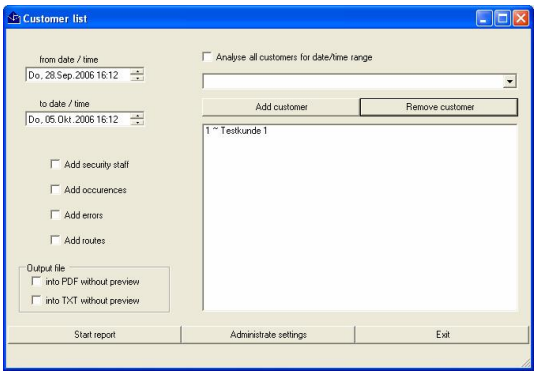
IMPORTANT:
If a device has entered sleep mode, it has to be recharged **for at least 48 hours** after activation!

11 Optional customer list

Via the optional customer list you are provided with a further option to analyze and print data or to transfer them into TXT or PDF format.

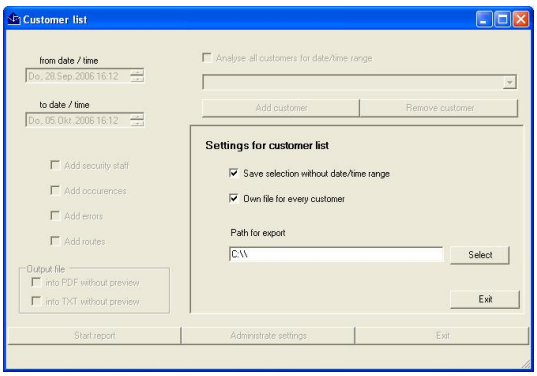
With customer analysis you have the alternative to save certain recurring analysis parameters and access them, if required.

Click in "Reports" menu "Customer list" to start the customer analysis.



If you for instance always want to carry out analyses in PDF format for the same customers you can select them individually with button "Add customer" in the window on the left and add them to the list.

The optional fields such as "Add security staff" or "Add occurences" are saved exactly as the output format "into PDF without preview" or "into TXT without preview".



For this only click button "Administrate settings" and select item "Save selection without time/date range".

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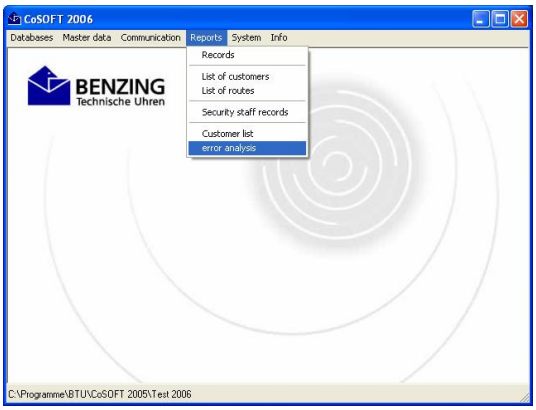
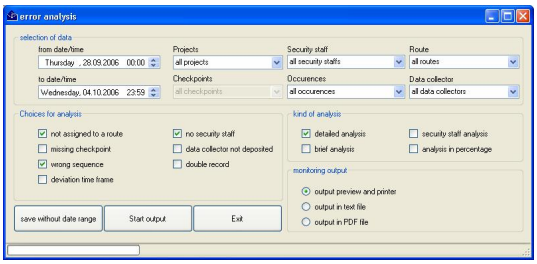
12 Error analyses





New in CoSOFT 2006 is the alternative to execute various error analyses.

You may create and print analyses according to various criteria or to generate a corresponding TXT or PDF file.

You may select all available criteria on their own or in any combination. Thus it is possible to analyze systematically by one or several criteria.

A brief description of the criteria follows:

□ **not assigned to a route**
All recorded checkpoints that cannot be allocated to an route.

□ **missing checkpoints**
All checkpoints belonging to a variable inspection round, but were not recorded.

□ **wrong sequence**
All checkpoints of a fixed route that were recorded in the wrong sequence.

□ **deviation time frame**
All checkpoints with lodged time window (see chapter 5.3) with deviation in recording.

□ **no security staff**
All executed records without (security staff having registered first.

□ **data collector not deposited**
All recorded checkpoints without lodged collector.

□ **double record**
All checkpoints that were recorded twice within a time period (for instance within one minute).

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